

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing,
and the option to create an electronic delivery order are available through
GSA *Advantage!*[™], a menu-driven database system. The INTERNET address of
GSA *Advantage!*[™] is: <http://www.GSAAdvantage.gov>.

SCHEDULE 84
FSC GROUP 63
PROFESSIONAL SECURITY/FACILITY MANAGEMENT SERVICES;
GUARD SERVICES

CONTRACT NUMBER GS-07F-0145Y

For more information on ordering from Federal Supply Schedules click on the
FSS Schedules button at <http://www.fss.gsa.gov>.

CONTRACT PERIOD: 12/2/2011 TO 12/1/2016

DUHADWAY, KENDALL & ASSOCIATES, INC

5160 FALCON VIEW AVENUE, SE

GRAND RAPIDS, MI 49512-5450

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Contract Administrator: Terry Reese

VETERAN OWNED BUSINESS
SERVICE-RELATED DISABLED VETERAN OWNED BUSINESS

Customer Information

1a & b. All SERVICES UNDER SPECIAL ITEM NUMBERS 246-54, Guard Services. See attached sheets.

2. **Maximum order:** \$200,000 for SIN 246-54 per order.

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. **Minimum order:** \$75.

4. **Geographic coverage:** Alabama, Florida, Illinois, Indiana, Kentucky, Michigan, Mississippi, Missouri, Ohio, Pennsylvania, Tennessee, Texas, Wisconsin.

5. **Point of production:** N/A Services.

6. **Discount from List Prices:** Pricing shown on the Duhadway, Kendall & Associates, Inc. Wage Rate Calculations dated 6/13/11 includes the Industrial Funding Fee (IFF) of 0.75%. The same methodology for pricing will be utilized for Wage Determinations added at a later date.

For calculation of the GSA Schedule price (price paid by customers ordering from the GSA Schedule, and the price to be loaded into GSA Advantage), deduct the appropriate basic discount from the list price and add the prevailing IFF rate to the negotiated discounted price (Net GSA price). Current IFF rate is 0.75%. Negotiated price divided by (1 minus .0075) which equates to Negotiated price divided by 0.9925. Example (\$100,000 / 0.9925) = \$100,755.67

7. **Quantity discounts:** \$100,000 or more at 2.5% profit.

8. **Prompt payment terms:** 0.5% 20 Net 30.

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are not accepted above the micro-purchase threshold.

10. **Foreign items:** N/A Services.

11a. **Time of delivery:** Per task order.

11b. **Expedited delivery:** Per task order.

11c. **Overnight and 2-Day delivery:** Contact the contractor for rates.

11d. **Urgent requirements:** Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. **FOB Point:** N/A Services.
13.
 - a. **Ordering address:** same as contractor's address.
 - b. **Ordering procedures:** for supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment address:** same as the contractor's address
15. **Warranty provision:** N/A Services
16. **Export packing charges:** N/A.
17. **Terms and conditions of government purchase card acceptance:** \$3,000 maximum accepted.
18. **Terms and conditions of rental, maintenance, and repair:** N/A.
19. **Terms and conditions of installation:** N/A.
20.
 - a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A.
 - b. **Terms and conditions for any other services:** N/A.
21. **List of service distribution points:** N/A.
22. **List of participating dealers:** N/A.
23. **Preventive maintenance:** N/A.
24. **Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A.
25. **Data Universal Number System (DUNS) number:** 883296428.
26. **Notification regarding registration in Central Contractor Registration (CCR) database:**
Registration valid to 9/26/2012.

DUHADWAY, KENDALL & ASSOCIATES, INC
SKILL CATEGORIES AND DESCRIPTIONS

Guard I: (Unarmed/Levels 1)

General Duties and Responsibilities: Serves as a deterrent against the commission of wrongful acts committed against client employees, visitors, guests, their persons and property and property of the client; aids in discovery of security violations and early reporting of emergencies; provides directions, and informational assistance to employees, visitors and guests. Works from a fixed post and/or conducts roving patrols of facilities, grounds, parking lots, garages, and out buildings, etc. Remains alert to security risks and exposures and reports security, medical or other incidents requiring a public safety response and conducts general observation for fire or other hazardous conditions. Monitors intrusion detection, personal security devices, CCTV, fire and water pressure systems; screens employees, guests and visitors entering assigned area; controls, issues and records visitor passes; maintains duty logs, and records visitor ingress and egress.

Minimum Educational, Experiential Requirements: Must be 21 years of age or older; Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements; and meet one of the following experience/education requirements: two (2) years of security experience within past five years; or two (2) years civilian or military work experience; or attendance at an institution of higher learning earning an Associate's Degree, or a minimum of sixty (60) semester hours of college coursework in any field of study; or a graduate of an accredited local, county, state, military or federal law enforcement academy; or any reasonable combination of the foregoing, except when exempted by GSA Federal Protective Services rules or law; and completion of state or local sanctioned basic security guard/officer training program meeting licensing requirements and issuance.

Citizenship: United States of America.

DUHADWAY, KENDALL & ASSOCIATES, INC SKILL CATEGORIES AND DESCRIPTIONS

Guard II: (Armed)

General Duties and Responsibilities: Serves as a deterrent against the commission of wrongful acts committed against client employees, visitors, guests, their persons and property and property of the client; aids in discovery of security violations and early reporting of emergencies; provides directions, and informational assistance to employees, visitors and guests. Works from a fixed post and/or conducts roving patrols of facilities, grounds, parking lots, garages, and out buildings, etc. Remains alert to security risks and exposures and reports security, medical or other incidents requiring a public safety response and conducts general observation for fire or other hazardous conditions. Monitors intrusion detection, personal security devices, CCTV, fire and water pressure systems; screens employees, guests and visitors entering assigned area; controls, issues and records visitor passes; maintains duty logs, and records visitor ingress and egress. Prepares written reports detailing security related activity and incidents and is direct report to first-line supervisor; testifies in administrative hearings, civil and criminal proceedings; When appropriate provides assistance to Unarmed Guard positions. This position intervenes when action to safeguard persons or property is appropriate. Armed Guard job-descriptions can be customized to meet the requirements of each assignment.

Minimum Educational, Experiential Requirements: Must be 21 years of age or older; Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements; and meet one of the following experience/education requirements: three (3) years of security experience within past five years; or three (3) years civilian or military work experience; or attendance at an institution of higher learning earning an Associate's Degree, or a minimum of sixty (60) semester hours of college coursework in any field of study; or a graduate of an accredited local, county, state, military or federal law enforcement academy; or any reasonable combination of the foregoing, except when exempted by GSA Federal Protective Services rules or law related to incumbent employees; must be computer literate; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy; must meet legal mandates and training requirements for arrest authority when arrest authority is a requirement; must have or be able to obtain client required clearance; posses a valid state driver's license; completion of state or local sanctioned security guard/officer and firearms training program meeting licensing requirements and issuance; possess a valid concealed carry permit (non-uniformed); meet client and/or SSM required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; Must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, speak and write English fluently and communicate effectively using tact.

Citizenship: United States of America.

DUHADWAY, KENDALL & ASSOCIATES, INC SKILL CATEGORIES AND DESCRIPTIONS

Court Security Officer:

Responsibility and Authority: Uniformed and may be armed or unarmed and function with or without limited arrest authority depending on client requirements and authority to grant limited or full powers of arrest; serves as a deterrent against unauthorized and/illegal activities committed on Courthouse properties and generally promote a safe and secure environment for the Court; tasking involves protection of Judges, prosecutors, defense attorneys, court officials, support staff, defendants, plaintiffs (civil), witnesses and all other parties having business with the Court.

Minimum Educational, Experiential Requirements: Graduate of an accredited high school or a Certificate of Completion of General Education; must be at least 21 years of age, graduate of a certified civilian, or military law enforcement academy, and/or completion of state security officer licensing requirements; complete SSM Court Security Officer Basic Training Course and if armed, meet firearms qualifications as mandated by law and/or the client and/or SSM; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy if armed; three (3) years law enforcement or security experience; must have or be able to obtain client required clearance; state driver's license; completion of state or local sanctioned basic security guard/officer and firearms training program meeting licensing requirements and issuance; meet client and/or SSM required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company. Must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, and speak and write English fluently and communicate effectively using tact.

General Tasking: Promote and maintain law and order through their presence and in controlling access to the Court by employees, visitors, and guest during ingress and egress and in conducting perimeter security functions; make detections of miscreants when lawful and appropriate; provide directions, escorts, and informational assistance to employees, visitors and guests; work from a fixed post and/or conducts foot and/or mobile roving patrols of facilities, grounds, parking lots, garages, and out buildings, screens individuals, visually inspects packages and vehicles, etc; confiscates contraband, functions under specific instructions applicable to each post; monitors intrusion detection, personal security devices (duress alarms), CCTV, operates x-ray machines, magnetometers; hand-held metal detectors, operates traffic control gates and doors, pedestrian control devices and turnstiles; process law enforcement officer/agents' weapons; responds per client directives and instructions to emergency situations including, but not limited to: demonstrations; crowds that pose a threat; bomb threats; bombings; civil disturbances; security breaches; fires; explosions; electrical failures; chemical and gas leaks; natural disasters; biological, nuclear and chemical threats; medical emergencies; security violations; remains alert to security risks and exposures, and reports, records, security, medical or other incidents; conducts general observation for hazardous conditions; enforces Banning Orders; secures entrances and exits during periods of an emergency; maintains duty logs, and records; prepares written reports detailing security related activity and incidents; communicates via two-way radio's and cellular phones; wears level 3 "A" ballistic protection vest; if armed proficient in the use of hand-held firearms and such other lethal and non-lethal equipment as required for task fulfillment.

Citizenship: United States of America.

DUHADWAY, KENDALL & ASSOCIATES, INC SKILL CATEGORIES AND DESCRIPTIONS

General Clerk:

Responsibility: Performs general clerical tasks required for task order fulfillment; may be uniformed or non-uniformed. Report's to Project/Contract Manager and/or office supervisor.

Minimum Educational, Experiential Requirements: Graduate of an accredited Junior or Community College and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking (i.e.: graduate of secretarial school, military clerk experience, direct Court Security Clerk experience); be at least 21 years of age with one (1) year of work experience; must be computer literate, proficient in the use of automated word processing software and type forty-five (45) words per minute, fluently speak and write English; meet client and/or SSM required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; the candidate for this job-category must demonstrate excellent character, work-ethic, telephone, communication and customer service skills and dependability and must be able to meet client clearance requirements up to Top Secret.

General Tasking: Tasking includes: answering telephone, taking and delivering messages, typing, filing, mail receipt, sorting and delivery, report preparation (client and SSM internal); payroll, etc., and general clerical support functions; testifies in administrative hearings, civil and criminal proceedings; performs in a courteous and professional manner when interacting with co-workers, public safety personnel, client employees, visitors and guests.

Citizenship: United States of America.

DUHADWAY, KENDALL & ASSOCIATES, INC SKILL CATEGORIES AND DESCRIPTIONS

Assistant Project Manager:

Responsibility and Authority: The Assistant Project Manager is uniformed and may be armed or unarmed and functions with or without limited arrest authority; assistant project managers supervise uniformed and non-uniformed Security Officers assigned to a specific shift at a facility or within a geographic area; assistant project managers are responsible for and provide oversight of all aspects of security operations and administrative functions in their assigned area during their tour of duty.

Minimum Educational, Experiential Requirements: Graduate of an accredited high school or a Certificate of Completion of General Education. Must be at least 21 years of age, graduate of a certified civilian, or military law enforcement academy, and/or any combination of training, seminars, experience or education that provides the knowledge required to perform required tasking; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy if armed; three (3) years law enforcement experience and/or one (1) year of security or related supervisory experience; must have or be able to qualify for a secret clearance or an interim secret clearance as required; completion of state or local sanctioned basic security guard/officer and firearms training program if armed, meeting licensing requirements and issuance; successful completion of required background, medical examination, illegal drug screening, training, and all training required by the company. The candidate for this job-category must demonstrate leadership skills, communications skills, maturity, sound judgment, excellent character, work-ethic, job-completion skills and dependability.

General Tasking: leadership, oversight, inspection and support of security personnel and security operations; ensures compliance with task orders, client and SSM policies and procedures; ensure proper use, accountability, and care of Government furnished property; conducts routine self-assessments in compliance with requirements of the Quality Control/Assurance Plan; ensures compliance with applicable provisions of Safety, Health and Environmental Plans; uses delegated authority in disciplinary actions and makes disciplinary recommendations as appropriate; provide deterrence against unauthorized and/illegal activities, including potentially life-threatening activities, protection of information, programs, Government facilities and Government property; ensures the safety and security of client personnel, visitors and property; provides deterrence against the commission of wrongful and unsafe acts; aids in discovery and reporting of security violations; early notice of emergencies, preliminary evaluation, response to, reporting and assurance of appropriate contractor, civil/federal response; makes detention of miscreants when lawful and appropriate; schedules; counsels and disciplines personnel, inspects, spot-trains, up-dates to client/SSM Post Duties, conduct quality assurance compliance program, etc.

Assistant project managers promote law and order; lead, teach and motivate security personnel; conduct access control functions related to employee, visitor, and guest ingress and egress in controlled environments; provide directions, and informational assistance to employees, visitors and guests. responds per client directives and instructions to emergency situations including, but not limited to: demonstrations; crowds that pose a threat; bomb threats; bombings; civil disturbances; security breaches; fires; explosions; electrical failures; loss of water pressure; chemical and gas leaks; natural disasters; biological, nuclear and chemical threats; medical emergencies; facility alarms (security, fire-alarm, duress, and intrusion detection systems) security violations; remains alert to security risks and exposures, and reports, records, security, medical or other incidents; conducts general observation for fire or other hazardous conditions; secures entrances and exits during periods of an emergency; controls, issues and records visitor passes; maintains duty logs, and records; prepares written reports detailing security related activity and incidents; communicate via two-way radio's and cellular phones; proficient in the use

DUHADWAY, KENDALL & ASSOCIATES, INC
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of hand-held firearms and such other lethal and non-lethal equipment as required for task fulfillment; testifies in administrative hearings, civil and criminal proceedings; Assistant project managers conduct themselves in a courteous and professional manner when interacting with co-workers, civil/federal law enforcement personnel, client employees, visitors and guests. This position intervenes when action to safeguard persons or property is appropriate.

Citizenship: United States of America .

DUHADWAY, KENDALL & ASSOCIATES, INC SKILL CATEGORIES AND DESCRIPTIONS

Project Manager:

Responsibility and Authority: The Project Manager is uniformed and may be armed or unarmed and functions with or without limited arrest authority; Project managers supervise uniformed and non-uniformed Security Officers assigned to a specific project at a facility or within a geographic area; Project managers are responsible for and provide oversight of all aspects of security operations and administrative functions for their assigned project.

Minimum Educational, Experiential Requirements: Graduate of an accredited high school or a Certificate of Completion of General Education. Must be at least 21 years of age, graduate of a certified civilian, or military law enforcement academy, and/or any combination of training, seminars, experience or education that provides the knowledge required to perform required tasking; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy if armed; three (3) years law enforcement experience and/or one (1) year of security or related supervisory experience; must have or be able to qualify for a secret clearance or an interim secret clearance as required; completion of state or local sanctioned basic security guard/officer and firearms training program if armed, meeting licensing requirements and issuance; successful completion of required background, medical examination, illegal drug screening, training, and all training required by the company. The candidate for this job-category must demonstrate leadership skills, communications skills, maturity, sound judgment, excellent character, work-ethic, job-completion skills and dependability.

General Tasking: leadership, oversight, inspection and support of security personnel and security operations; ensures compliance with task orders, client and SSM policies and procedures; ensure proper use, accountability, and care of Government furnished property; conducts routine self-assessments in compliance with requirements of the Quality Control/Assurance Plan; ensures compliance with applicable provisions of Safety, Health and Environmental Plans; uses delegated authority in disciplinary actions and makes disciplinary recommendations as appropriate; provide deterrence against unauthorized and/illegal activities, including potentially life-threatening activities, protection of information, programs, Government facilities and Government property; ensures the safety and security of client personnel, visitors and property; provides deterrence against the commission of wrongful and unsafe acts; aids in discovery and reporting of security violations; early notice of emergencies, preliminary evaluation, response to, reporting and assurance of appropriate contractor, civil/federal response; makes detention of miscreants when lawful and appropriate; schedules; counsels and disciplines personnel, inspects, spot-trains, up-dates to client/SSM Post Duties, conduct quality assurance compliance program, etc.

Project managers promote law and order; lead, teach and motivate security personnel; conduct access control functions related to employee, visitor, and guest ingress and egress in controlled environments; provide directions, and informational assistance to employees, visitors and guests. responds per client directives and instructions to emergency situations including, but not limited to: demonstrations; crowds that pose a threat; bomb threats; bombings; civil disturbances; security breaches; fires; explosions; electrical failures; loss of water pressure; chemical and gas leaks; natural disasters; biological, nuclear and chemical threats; medical emergencies; facility alarms (security, fire-alarm, duress, and intrusion detection systems) security violations; remains alert to security risks and exposures, and reports, records, security, medical or other incidents; conducts general observation for fire or other hazardous conditions; secures entrances and exits during periods of an emergency; controls, issues and records visitor passes; maintains duty logs, and records; prepares written reports detailing security related activity and incidents; communicate via two-way radio's and cellular phones; proficient in the use of hand-held

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firearms and such other lethal and non-lethal equipment as required for task fulfillment; testifies in administrative hearings, civil and criminal proceedings; Project managers conduct themselves in a courteous and professional manner when interacting with co-workers, civil/federal law enforcement personnel, client employees, visitors and guests. This position intervenes when action to safeguard persons or property is appropriate.

Citizenship: United States of America.

DUHADWAY, KENDALL & ASSOCIATES, INC SKILL CATEGORIES AND DESCRIPTIONS

Detention Officer:

General Duties and Responsibilities: Performs various duties related to detention, safeguarding and escort of prisoners or detainees. Exercises surveillance over detainees, and maintains order and discipline. Attends to sheltering, feeding and physical well-being of detainees; and counseling of detainees on personal matters. Guards detainees at legal proceedings hearings. Recognizes potentially hazardous health, safety, security or discipline problems. Supervises voluntary work details.

Minimum Educational, Experiential Requirements: Must be 21 years of age or older; Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements; and meet one of the following experience/education requirements: three (3) years of security experience within past five years; or three (3) years civilian or military work experience; or attendance at an institution of higher learning earning an Associate's Degree, or a minimum of sixty (60) semester hours of college coursework in any field of study; or a graduate of an accredited local, county, state, military or federal law enforcement academy; or any reasonable combination of the foregoing, except when exempted by GSA Federal Protective Services rules or law related to incumbent employees; must be computer literate; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy; must meet legal mandates and training requirements for arrest authority when arrest authority is a requirement; must have or be able to obtain client required clearance; possess a valid state driver's license; completion of state or local sanctioned security guard/officer and firearms training program meeting licensing requirements and issuance; possess a valid concealed carry permit (non-uniformed); meet client and/or SSM required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; Must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, speak and write English fluently and communicate effectively using tact.

Citizenship: United States of America.

DUHADWAY, KENDALL & ASSOCIATES, INC SKILL CATEGORIES AND DESCRIPTIONS

POSITIONS AND GSA HOURLY RATES W/IFF

<u>State</u>	<u>Guard I</u>	<u>Guard II</u>	<u>Court Security Officer</u>	<u>General Clerk</u>
Alabama	\$20.38	\$24.85	\$ 7.46	\$ 5.69
Florida	\$20.97	\$33.37	\$48.24	\$27.44
Illinois	\$23.30	\$31.45	\$48.84	\$28.68
Indiana	\$23.83	\$32.11	\$35.21	\$27.92
Kentucky	\$20.36	\$29.03	\$30.77	\$23.66
Michigan	\$21.95	\$31.51	\$33.26	\$25.85
Mississippi	\$21.49	\$28.88	\$28.44	\$24.31
Missouri	\$24.20	\$31.44	\$39.08	\$29.69
Ohio	\$24.55	\$35.35	\$45.34	\$29.05
Pennsylvania	\$25.22	\$34.51	\$47.19	\$28.79
Tennessee	\$22.60	\$28.81	\$34.74	\$26.51
Texas	\$25.91	\$31.46	\$40.67	\$27.55
Wisconsin	\$223.68	\$31.80	\$38.07	\$27.55

ADDITIONAL POSITIONS AND GSA HOURLY RATES W/IFF

Assistant Project Manager \$ 34.07
 Project Manager..... \$ 52.99
 Detention Officer – Illinois..... \$ 47.54
 Detention Officer – Indiana..... \$ 32.89